

MEMORANDUM OF UNDERSTANDING

On The Assignment of Overtime for Correctional Services

This Memorandum of Understanding is an agreement between the Management (the Agency) of F.C.I. El Reno and the Union (Local I71), (the parties) concerning the assignment of all the overtime in Correctional Services at FCI El Reno. This agreement will be in addition to and in concurrence with the procedures in Article 18 of the Local Supplemental Agreement for F.C.I. El Reno pertaining to the filling of overtime and the Mandatory Overtime Procedures MOU.

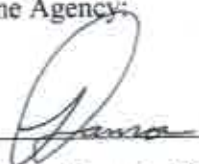
1. The Union will have read-only access to the overtime roster for any bargaining unit member it designates to monitor overtime. This is to ensure all staff are treated fairly and equitably. This access should include all pages and comments left by assigning officials. If the roster program is unavailable for the timeframe that overtime is assigned, the Union will be provided with the documentation pertaining to the assignment of overtime.
2. Upon written request to the Captain or Acting Captain by a Union Representative, the Union will provide a telephone records list within two (2) working days from the date of the request. This list will include records from the telephone extensions (7593, 7411, & 7540) used to hire/fill overtime. Any other extension used will be notated in the comments section and will be available for review at the Union's request. The list will contain all numbers that were contacted/called for the date(s) in question.
3. Staff members will have access to the overtime roster so they may sign up for overtime. If staff members cannot sign up for overtime, they will request access to the roster program through the Administrative Lieutenant, the Acting Captain, or the Captain. Every effort will be made to fulfill this request within two (2) working days.
4. The overtime list will be available for sign up at all times. Staff members will have the ability to change shifts until the moment the list is being used to fill overtime.
5. The qualifications box will be continually undated and provide the following information about the staff member: ABPT; BPT; BUS; Mask Certified; and Custody or Non-Custody.
6. When calling staff for overtime and an answering machine/voice mail is reached, a message will be left for the staff member stating the reason for the call and what shift overtime is available for.
7. Any staff member who is on light duty, restricted duty, or working a Temporary Assignment Duty (TAD) assignment because of medically imposed work restrictions will not be allowed to work overtime or be forced to work mandatory overtime till all work restrictions have been removed and he/she has returned to full duty, or has a Doctor's note allowing them to work overtime/mandatory overtime.
8. All Correctional Services overtime will be offered to Custody bargaining unit staff before being offered to non-custody bargaining unit staff.
9. The overtime list will be exhausted twice within the Correctional Services Department before the overtime is offered to Non-Custody bargaining unit staff. After the Non-Custody list has been exhausted an all-call will be done to see if anyone is interested in working the overtime. This will be done before anyone is required to work mandatory overtime.
10. After the overtime roster has been exhausted two times, based upon the qualification criteria set forth, and an all call produces no results, mandatory overtime will be filled using the procedures set forth in the MOU for mandatory overtime.
11. Overtime will be filled in the order the names appear on the overtime list.
12. When hiring overtime, the staff member will normally work the post overtime was authorized for. This may be modified if another staff member agrees to switch from his/her assigned post with the individual working overtime, or in cases of institutional emergencies.

13. When overtime is being filled all available overtime posts on that shift will be offered to qualified staff. If another overtime shift is available, the staff member may ask to be considered for that shift. The staff member requesting to be considered for a different shift will be marked "Shift Conflict", and will not be moved to the bottom of the list. This staff member will not gain priority placement for overtime by requesting to be considered for an overtime available on a different shift. Normal overtime procedures will be followed for the next shift filled for overtime. All posts will be named to avoid any possible confusion. For example: Officer X is called for overtime for day watch. Officer X asks if evening watch is available. The person filling overtime answers affirmatively. If the staff member wants to be considered for evening watch, he/she will be marked, "Shift Conflict", and he/she will keep the same position on the overtime roster. The person filling overtime will continue to fill day watch. He will follow proper procedures for the next shift available, using the overtime list for that shift.
14. All known overtime will be filled up to one (1) day in advance.
15. When filling overtime for the next day, the management official filling the overtime will normally start filling the overtime between the hours of 8:30am and 10:00am. When overtime becomes available on Morning Watch for a Day Watch assignment. The assigning official will normally begin filling the overtime between the hours of 5:00am and 6:30am.
16. The management official filling the overtime will not normally block the institutional telephone number when calling any staff member for an offer of overtime.
17. When an employee refuses overtime because of military commitment it will be marked "Shift Conflict" rather than "Refused".
18. Any staff member turning down overtime two (2) hours or less prior to the start of the overtime will not be considered as refused, and will be marked as "Shift Conflict".
19. Any overtime that becomes available two (2) hours before the start of the overtime will be filled in the following manner:
 - a. Call anyone on the "Call First" list.
 - b. Use the overtime roster to offer the overtime to persons on the list that are currently on shift.
 - c. Make an "All-Call" over the radio to offer overtime. Custody staff volunteers will be accepted over non-custody volunteers.
 - d. Use mandatory overtime following the procedures in the Mandatory Overtime Procedures MOU.
 - e. Whoever accepts the overtime will be marked as overtime worked and his name will move to the bottom of the list.
20. Any overtime that requires immediate departure from the institution for Life or Limb reasons the assigning official will:
 - a. Call anyone on the "Call First" list.
 - b. Attempt to find a staff volunteer who can respond to the immediate overtime.
 - c. The Lieutenant filling the immediate overtime will make every effort to avoid utilizing the same bargaining unit employee on consecutive emergency trips. Normally, these opportunity should be rotated. Whoever accepts the overtime will be marked as overtime worked and his/her name will move to the bottom of the list.
21. When a staff member's overtime shift is canceled, that staff member will be placed on the "Call First" list. The individual will be moved back to his/her prior position on the overtime list. When the "call first" list is used to fill the next available overtime, the staff member on the call first list will be offered overtime. If the staff member accepts the overtime, he/she will be hired "list exempt", the staff member will be moved to the bottom of the overtime list, and he/she will be removed from the "Call First" list. If the individual refuses, He/she will be removed from the "Call First" list but will retain his/her position on the overtime list. This is the only accepted and agreed upon purpose of the "Call First" list.

22. When a post is vacated and more than one (1) hour remains until the completion of the shift, the assigning official will make every effort to fill that post.
23. List Exempt: When the list exempt feature of the roster program is utilized, the agency will ensure the employee working the overtime is rotated on the overtime list if the overtime exceeds (2) two hours as soon as possible. If the overtime exceeds two hours (2), the agency will ensure the employee is rotated on the overtime list before being offered another overtime assignment. The agency may use the list exempt option on occasions such as: when an employee who was previously called for overtime returns the call and accepts the overtime if the overtime is still available: If the overtime procedures have been adhered to and an all-call has been issued to fill overtime. If the individual is being hired from the "call first" list.
24. The use of the roster program for overtime purposes will be taught during all institutional Familiarization (IF) Training classes. Staff members requesting additional training will contact the Administrative Lieutenant who will make arrangements for additional training.

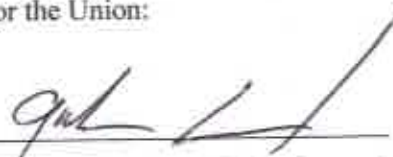
Date: 9/11/2014

For the Agency:



S. Janson; Captain, FCI El Reno

For the Union:



J. Lepird; Steward, AFGE Local 171